

NOTE: For the purpose of this document the term “The Company” refers to Toowoomba Regional Group Apprenticeship Company Pty Limited, Downs Group Training and DGT.

FEES POLICY

FEE FOR SERVICE

Short Courses

- Fees are due prior to commencement of training if paid by an individual.
- Where an individual has requested a payment plan, the full amount owing should be finalised prior to commencement of training.
- Where a Company is paying on behalf of student, this can also be paid up front. However, the supply of a Purchase Order is sufficient to book training for large companies. Subsequent invoices must be paid within 14 days of issue.

Re-sit of an Assessment

- A fee will be charged where a re-sit is required due to the participant being deemed not-yet-competent.

RPL (Recognition of Prior Learning) Fees

- A set fee will be charged for the RPL assessment. This will be followed by a Gap Fee for any units that need to be completed by the Student to complete their qualification. Gap Fees will generally be set per unit of competency as a percentage of the full course fee. (e.g. For Certificate IV in Work, Health and Safety, Full Fee is \$1800, so an RPL gap fee would be charged at \$180 per unit).

USER CHOICE

User Choice Student Contribution Fees

- Students are required to complete an “Exemption of Student Contribution Fees application form” upon sign-up. Where students can claim a “full exemption” no fees will be charged, or a partial exemption then reduced fees will be charged.
- For students where no exemption is applicable, fees will be charged according to User Choice Policy. Concessions will apply to holders of a current Health Care Card.
- Invoices will be charged on commencement of each unit, detailing which units have been charged for.
- Refunds will be processed according to DGT Refund of Fees Policy
- Units of competency that have been credit transferred will not be charged for.

User Choice Employer Contribution Fees

- Where an employer contribution fee is collected, the fee will be negotiated between the RTO and the Employer and agreed upfront, prior to the apprentice/trainee enrolling, and a formal agreement will be signed by both parties.

CERTIFICATE 3 GUARANTEE/VET INVEST

Co-contribution Fees

- A co-contribution fee will be charged for each unit of competency, excluding credit transfers.
- This fee is payable prior to commencement of the course.
- Refunds will be processed according to DGT Refund of fees Policy.

Re-Issue of Certificates/Statements

- A fee of \$30.00 will be charged for the re-printing and re-issuing of a Certificate or Statement of Attainment.

Method of Collection

- Fees will be collected either in cash, by credit card payment, Electronic Funds Transfer, Cheque, Direct Debit, or through the provision of a Purchase Order and issue of an Invoice.